DIRECTOR CATERING & DINING EXPENSE SHEET

Board of Directors Meeting Expense Documentation

MEETING DATE:

MEETING LOCATION:

SUBMITTED BY:

DEPARTMENT/GROUP:

EXPENSE ITEMIZATION

DATE	MEAL TYPE	VENDOR / RESTAURANT	BUSINESS PURPOSE / DETAILS	AMOUNT
			Total Dining Expenses:	

ATTENDING DIRECTORS & GUESTS

PREPARED BY (SIGNATURE) DATE

APPROVED BY (SIGNATURE) DATE